

CCR HANDBOOK



**Cleveland
Electronic
Commerce
Resource
Center**



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This handbook is provided for informational purposes only and the information herein is subject to change without notice. Please report any errors to the Cleveland ECRC.

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TABLE OF CONTENTS

Section 1	
Introduction	1
Overview	1
Section 2	
What is CCR?	3
The Benefits Of Contractor Registration.....	3
Section 3	
Why Do I Have To Register?	5
Section 4	
CCR Implementation	7
CCR Deployment.....	7
Concept of Operations	9
CCR Process	10
Section 5	
Minimum Registration Requirements.....	16
Section 6	
TPIN Assignment	22
Section 7	
Changes, Renewals and Cancellations	24
Section 8	
Access to CCR Data	26
Section 9	
Future CCR Initiatives.....	30
 Appendix	
 Section 10	
Glossary	36
Section 11	
Frequently Asked Questions.....	40
Section 12	
Key Numbers	50
Section 13	
CCR Graphical User Interface Tool Deployment	52
Section 14	
Sample Seed File Package.....	53

Introduction

The Federal Government is aggressively pursuing business process and systems improvements to enhance their service to customers and to lower their costs. The Central Contractor Registration system is a result of the government's re-engineering of the procurement process.

This handbook defines the purpose of the Central Contractor Registration (CCR) system, lists the benefits of registering in the registry, describes the CCR registration process, and outlines what information is required for registration. This handbook also answers frequently asked questions and describes where to find help when needed.

Overview

The area that is probably going to change our work habits the most is the move from paper to computers. Government agencies must establish a single face (entry point) to the Federal Government. Solicitations will be advertised electronically, instead of putting paper on bulletin boards or with limited advertising in the CBD. The electronic system will allow suppliers to submit their quotations faster electronically; procurement and contractor lead-time will be reduced. The system will be capable of being accessed by everyone. The Central Contractor Registration database is an integral part of that single face.

In October 1993, President Bill Clinton issued a memorandum mandating acquisition reform and the use of electronic commerce in helping achieve this goal. Subsequently, a Federal law was passed in October 1994, entitled the Federal Acquisition Streamlining Act of 1994, requiring the establishment of a "Single Face to Industry." This means that the Federal Government is offering a single point of entry to industry. This single point of entry for businesses that wish to become certified suppliers (Trading Partners) with the Federal Government was identified as an electronic centralized registration process or CCR (Central Contractor Registration).

Who Will Benefit From This Handbook?

The following information is intended as a resource for those contractors who wish to continue selling to the Federal Government and for those who currently do not sell to the Federal Government but would like to start. This handbook is designed to assist contractors who wish to register in the CCR system.

What is the CCR (Central Contractor Registration)

Contractor Registration is the process of signing up to be eligible to do business with the Federal Government through Electronic Data Interchange (EDI) and Non-EDI. It is a single, master registration database of all contractors wanting to do business with any Federal government agency.

The primary purpose of Contractor Registration:

- **To avoid repetitive registrations with each procurement office.**
- **To create an accurate business profile for each business.**
- **To provide banking information that enables contractor payment through Electronic Funds Transfer (EFT).**

You will register **one time** and have your Trading Partner Profile shared with all Federal government agencies.

The CCR is a single repository for contractor data and is updated annually by registrants. Central Contractor Registration provides worldwide visibility of sources to government buyers and finance officers for the purpose of streamlining contract awards and payments.

It can help you get more business. Being listed in the CCR gives you an electronic visibility to Government buyers. Buyers can currently query the CCR to check registration and will soon be getting more sophisticated search capabilities. They will be able to download listings of potential suppliers based on vendor profiles.

It is easier, cheaper, and requires less paperwork. The CCR is designed to serve as a single point of registration to do business with any federal agency. In the future this will eliminate the need to fill out multiple forms to get on individual bid lists. The CCR is an essential part of the Government's acquisition reform mandated by Congress, and is being adopted by both military and civilian agencies.

The Benefits of Contractor Registration

Central Contractor Registration provides worldwide visibility of sources to government buyers and finance officers for the purpose of streamlining contract awards and payments. In order to receive solicitations, awards or payments, the Defense Finance and Accounting System and Director, Defense Procurement requires all contractors to be registered in the CCR. This requirement will be effective no earlier than June 1, 1998.

It will make it easier to be paid. Although the timetable for implementing EDI and other electronic procurement systems varies among different agencies, Electronic Funds Transfer (EFT) is already the preferred method of payment. The CCR database will be used to verify contractor data and EFT capability for receiving payments.

Specifically:

- **Contract awards and payments can be made quickly by electronically exchanging contractor specific data with procurement, finance and other automated information systems (AIS).**
- **One time registration with the federal government.**
- **Greater access to all federal procurement agencies for both EDI and non-EDI capable firms.**
- **Reduction of time spent entering contractor information (one time registration with annual updates versus completely new data entry).**
- **An increased visibility of worldwide sources for specific goods and services with the users geographical performance preferences to promote competition.**
- **Allows contractors the opportunity to increase sales opportunities.**
- **Registration will eventually replace the solicitation mailing list application (SF 129).**

Why Do I Have To Register?

Defense Department Comptroller John J. Hamre has launched an internal DoD business process improvement initiative calling for a "totally paper-free contract writing, administration, finance, and auditing process" by January 1, 2000. This initiative is one of several business process reengineering initiatives being undertaken by DoD in conjunction with the Quadrennial Defense Review. The paper-free contracting process initiative, outlined in Management Reform Memorandum #2, dated May 21, 1997, asks the Under Secretary of Defense for Acquisition and Technology to develop a blueprint for a paper-free contracting process plan by July 1, 1997.

The Federal Acquisition Regulation (FAR) 4.503 required contractors to register in the CCR in order to conduct business using electronic commerce (EC) with the Federal Government. A change to that language was required to ensure all contractors register regardless of their electronic commerce capabilities.

The Under Secretary of Defense (Comptroller) and the Director, Defense Procurement issued the following policy letter reflecting this change and indicating when compliance with the FAR is required.



OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC 20301

June 11, 1997



MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES
DEPUTY FOR ACQUISITION AND BUSINESS MANAGEMENT,
ASN(RD&A)/ABM
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY DIRECTOR (ACQUISITION), DEFENSE LOGISTICS
AGENCY
DIRECTOR, DEFENSE FINANCE AND ACCOUNTING SERVICE

SUBJECT: Central Contractor Registration

Several letters have been issued advising the acquisition and finance communities and defense contractors of DoD's intent to require that contractors be registered in the Central Contractor Registration (CCR) database to receive contract awards resulting from solicitations issued after September 30, 1997.

We have decided to delay implementation of that requirement while we take immediate steps to make it easier and quicker for contractors to register in the CCR. Rather than ask contractors to submit information that has already been provided to the government, we will first populate the CCR with information extracted from other databases. Contractors will then be asked to provide only the missing data elements and to verify the accuracy of existing data. We are also simplifying the process for registering through the World Wide Web, and we plan to reduce significantly the time it takes to validate registration data.

These actions will substantially improve the registration process and reduce the administrative burden for contractors. A firm date for imposing the requirement for contractors to be registered in the CCR cannot be established at this time. For planning purposes, the requirement for contractors to be registered in CCR as a prerequisite to receiving a DoD contract will be no earlier than March 31, 1998.

John J. Hamre
Under Secretary of
Defense (Comptroller)

Eleanor R. Spector
Director, Defense Procurement

cc: DSMC, Ft. Belvoir



CCR Implementation

The Defense Logistics Agency is undertaking the redesigning and implementation of the Central Contractor Registration (CCR) process through a partnership between the Defense Logistics Services Center (DLSC) and the DLA funded Electronic Commerce Resource Centers (ECRC).

There were initial problems with the use of the World Wide Web as a sole source CCR application conduit and many users found the CCR Web application to be lengthy, imposing, and difficult for many users.

Consequently, implementation of the CCR was started, delayed, and finally refocused to allow for technical resources partnering of DLSC and the ECRCs to ensure the technical deployment of a more user-friendly CCR input tool to over 1200 Registration Assistance Centers (RAC) which have previously functioned as DLSC CAGE (Commercial and Government Entity) initiators.

CCR DEPLOYMENT

One phase of the CCR deployment is successfully progressing at the ECRC Regional Assistance Centers (RAC) sites of Johnstown, PA and Palestine, TX. These locations are currently utilizing a DLSC designed Graphical User Interface tool, the Contractor Profile Administration System (CPAS), and are processing approximately 8,000 backlogged CCR applications and current registration requests. DLA is anticipating the backlogged applications will be completed by late-October, and will provide plenty of testing opportunities for the CPAS tool before making it available to 1200 RAC outreach sites for direct vendor interface.

One of the largest registration efforts ever undertaken by the federal government will be DLSC's implementation of an outbound mailing campaign to a "seed file" of over 300,000 DoD business vendors requesting their input into the CCR process. This seed file will be collated by the Defense Manpower Data Center (DMDC) and drawn from the DLSC CAGE, Dun & Bradstreet, and Defense Finance and Accounting Service (DFAS) Vendor Pay databases.

Contractor Registration

There are two categories of contractors who will register with the Federal government. Electronic Commerce Trading Partners - those trading with the Federal government using Electronic Data Interchange (EDI); and Non-EDI contractors- those trading with the Federal government using the Internet, telephone orders, paper orders, or other non-Electronic Commerce methods.

You may become an EDI trading partner or a Non-EDI contractor at any time by changing your existing registration.

You may cancel your registration at any time. When you cancel your registration, your organization's name will no longer be furnished to Federal government agencies. Your Trading Partner Profile will be validated before it is accepted.

An incomplete or inaccurate Trading Partner Profile will be rejected and you will be notified. It is important that you provide accurate and complete information. If you submit fraudulent registration information, you may be subject to administrative, civil, and/or criminal penalties.

EDI transactions are the equivalent of paper documents for purposes of conducting business with the Federal government. It has been determined that contracts entered into electronically with the Federal government by using EDI are valid, enforceable contracts in the same manner as documents signed on paper. For EDI Trading Partners, EDI transactions will be the ordinary course of business with the Federal government and, therefore, records of those transactions will be admissible as evidence in the same manner as a paper document. Transactions transmitted via EDI are subject to all applicable statutes, the Federal Acquisition Regulations (FAR), and agency supplements to the FAR.

Concept of Operations

Contractor submits a registration to the CCR using the worldwide Web (WWW), fax, and mail to a Registration Assistance Center (RAC) or an EDI transaction via a VAN. Using electronic interfaces to other databases, CCR would validate the contractor's DUNS, CAGE and TIN information and crosscheck a contractor's compliance test results (EDI capable only) at the Compliance Certification Facility (CCF). If any were incorrect and/or incomplete, notification would be transmitted to the contractor identifying the error.

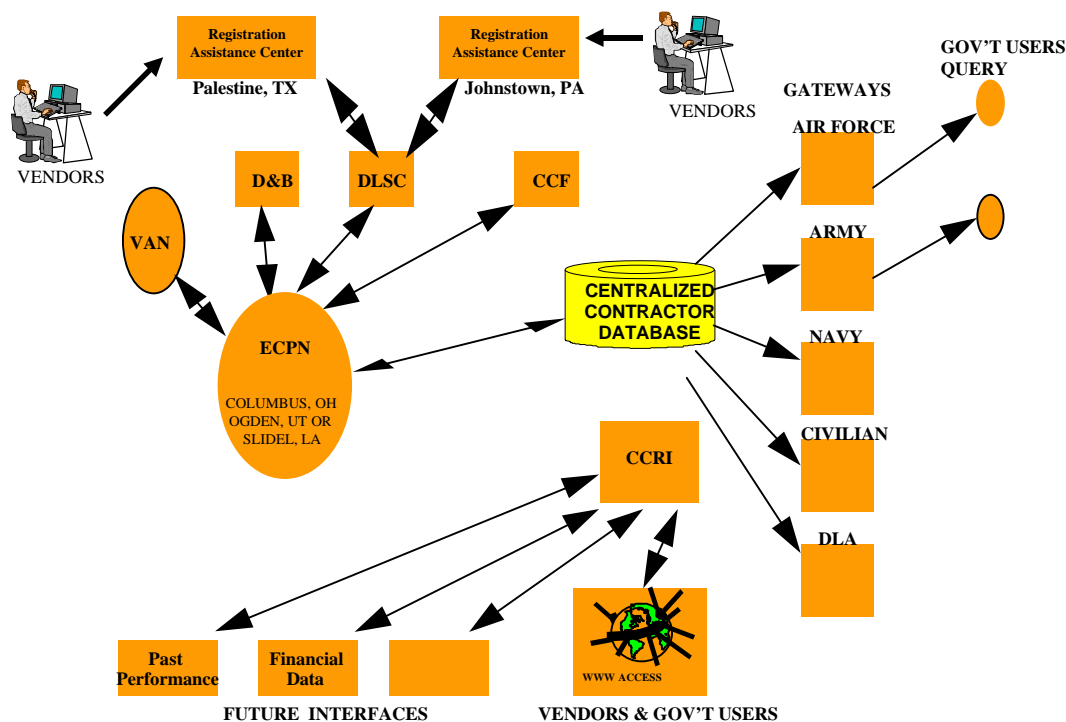


Fig. I

Once registered, contractors are assigned a trading partner identification number (TPIN) which is required to access or submit changes to their registration. Access through the WWW interface allows on-line registration, public and government query capability.

For WWW users, a temporary confirmation number is assigned to the contractor when an incomplete registration application is submitted or saved for later completion. In process registrations are saved for up to 30 days. Contractors require their temporary confirmation and DUNS numbers to complete an in-process registration. Contractors can use the WWW to inquire about the status of their registration as it being processed.

For EDI-capable contractors, DoD certified VANs provides access to the CCR for registration. CCR will return a 997 (Functional Acknowledgment) transaction to the contractor. Once a contractor has been approved, an 838c transaction is forwarded to the contractor through their VAN.

Central Contractor Registration Process

Registration involves:

- Completing the Central Contractor Registration (CCR) Application (Trading Partner Profile).
- Using your computer (if you are setup to transmit via EDI)
- Using your computer (if you have Internet access) or a personal computer provided at your local DoD Electronic Commerce Resource Center (ECRC) or any other Federal Procurement Outreach Center.
- Faxing or mailing the Contractor Registration application to the appropriate Regional Assistance Center (RAC).

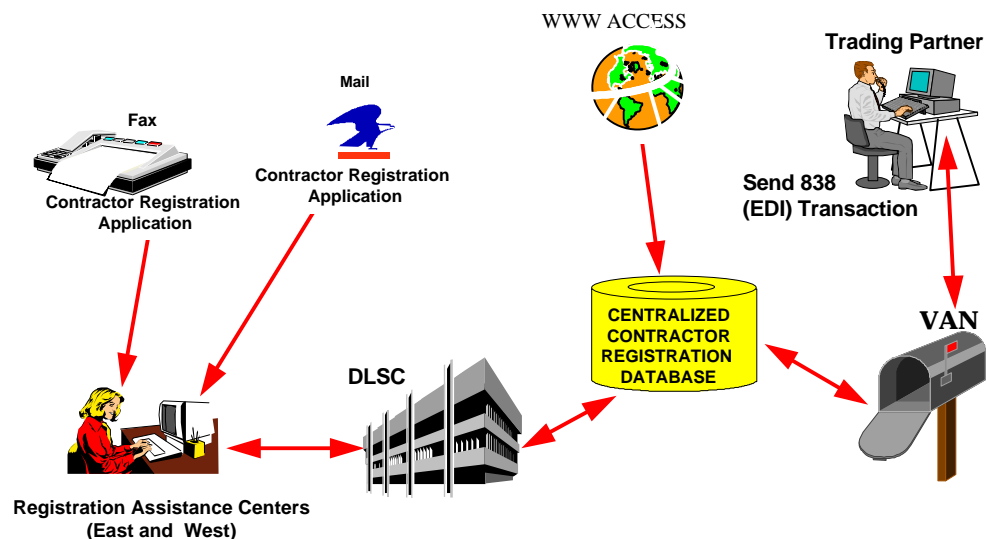


Fig. II

To register in the CCR, you can use any one of the following methods:

- Send an ANSI X12 838 EDI Transaction through your Value-Added Network (*VAN) provider.
- Input directly into the CCR through the interactive World Wide Web application process at <http://www.ccr.edi.disa.mil/ccr/>

- Mail or fax the completed application to proper CCR Registration Assistance Center (RAC). Companies with legal business names beginning in A-K or a number should send their forms to the RAC in Palestine, Texas, and firms L-Z should send forms to the RAC in Johnstown, Pennsylvania.

NOTE: *Registration via a VAN is the recommended option for EDI Capable contractors.

EDI-Capable Contractors CCR Registration Process

If you have arranged for Electronic Data Interchange (EDI) capability through a Value Added Network (VAN) that deals with the Government, they can help you register through an electronic transaction known as an 838 Trading Partner Profile. This is the quickest and easiest method for EDI-capable firms.

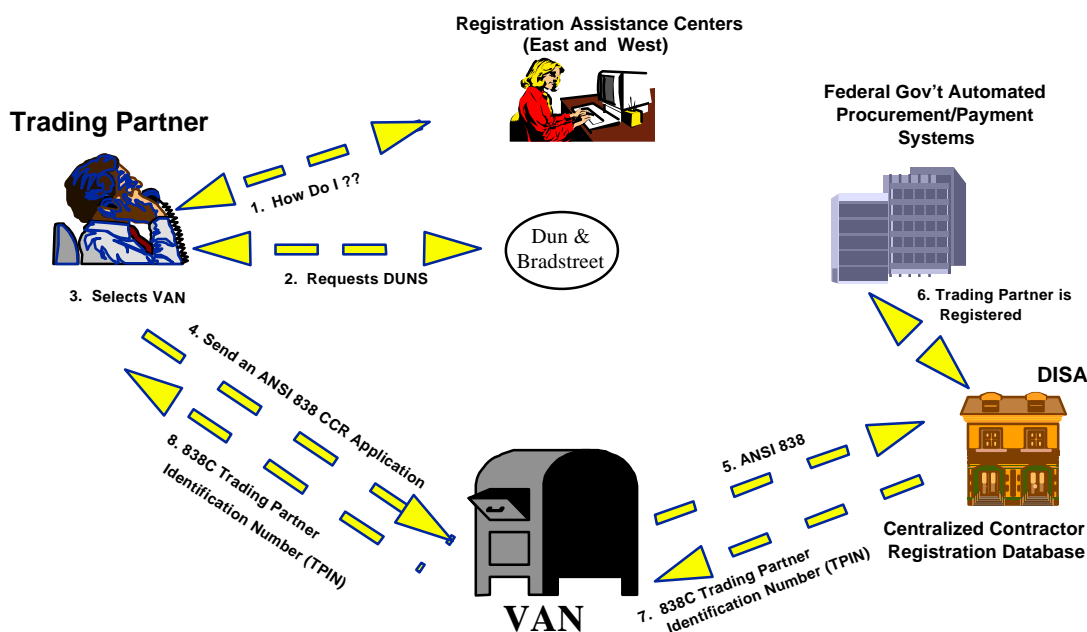


Fig. III

Steps you must complete to finalize the registration process:

- Contact your CCR Registration Assistance Center (888-227-2423).
- Obtain or verify your DUNS number.
- Verify that your VAN/VAS is capable of transmitting an 838 transaction to DISA.
- Transmit the completed Trading Partner Profile (838 transaction).
- Receive the 838C Trading Partner Profile confirmation.

Dun & Bradstreet will assign a DUNS number for any contractor that does not already have one. A contractor can call Dun & Bradstreet (800-333-0505) for a number assignment or verification of their current number at no cost.

If a contractor selects or currently uses translation software that has not been certified by the Defense Information Systems Agency (DISA), they will have to have the software certified before beginning to exchange EC/EDI transactions with the Department of Defense (DoD).

The VAN that a contractor uses must be capable of sending an 838 transaction to DISA and have signed a VAN agreement with the Federal Government. The Government certified VAN can provide the Federal EDI Trading Partner Instructions. These pre-registrations documents must be read and acknowledged by the contractor. Language will stipulate that a condition of vendor registration is agreement with the terms and conditions of the TPA (Trading Partner Agreement/Instructions), and representations and certifications.

The contractor sends an 838 transaction via his certified VAN/VAS to the central contractor registration information system. The 838 transaction is then translated and information is verified before registration is completed. If the original 838 information is incomplete or inaccurate, an 824 EDI (Application Advise) transaction is sent to the contractor requesting the missing and/or correct registration information.

When all information is complete and verified as accurate, the Central Contractor Registration Center then assigns a confidential Trading Partner Identification Number (TPIN) and sends an 838C confirmation transaction acknowledging registration as an EC/EDI trading partner.

WEB Accessible Contractors CCR Registration Process

- Alternatively, you can register by completing an electronic questionnaire at the CCR Web site (<http://ccr.edi.disa.mil/>)

Note that two different on-line registration processes are available through this site:

- The 'EZ' Registration may be used to submit a basic registration. It covers the minimum amount of information required by the Government to register with CCR. The 'EZ' Registration will not, for example, allow you to register your company as EDI-capable.
- The 'Detailed' Registration allows you to provide additional information (e.g., on security and Quality standards met by your company, Federal Stock Classes/Product Service Codes which apply to the goods or services which you sell) over and above the minimum information required to submit a basic registration. It also allows you to register your company as EDI-capable. You may download the Central Contractor Registration Workbook for assistance.

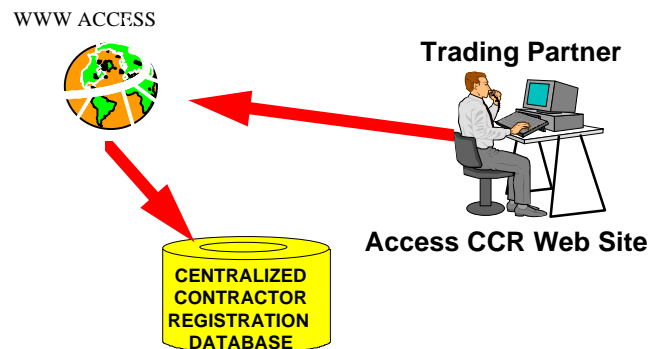


Fig. IV

5 Step Registration Process

- Contact your CCR Registration Assistance (888-227-2423)
- Access the CCR through the web site
- Complete the on-line Trading Partner Profile.
- Submit the CCR application
- Receive the TPIN Trading Partner Identification Number as confirmation via certified mail.

Non EC/EDI Capable Contractors CCR Registration Process

Finally, for those contractors who do not want to register electronically, you can complete the paper registration form and mail or fax the application to your appropriate Registration Assistance Center (RAC).

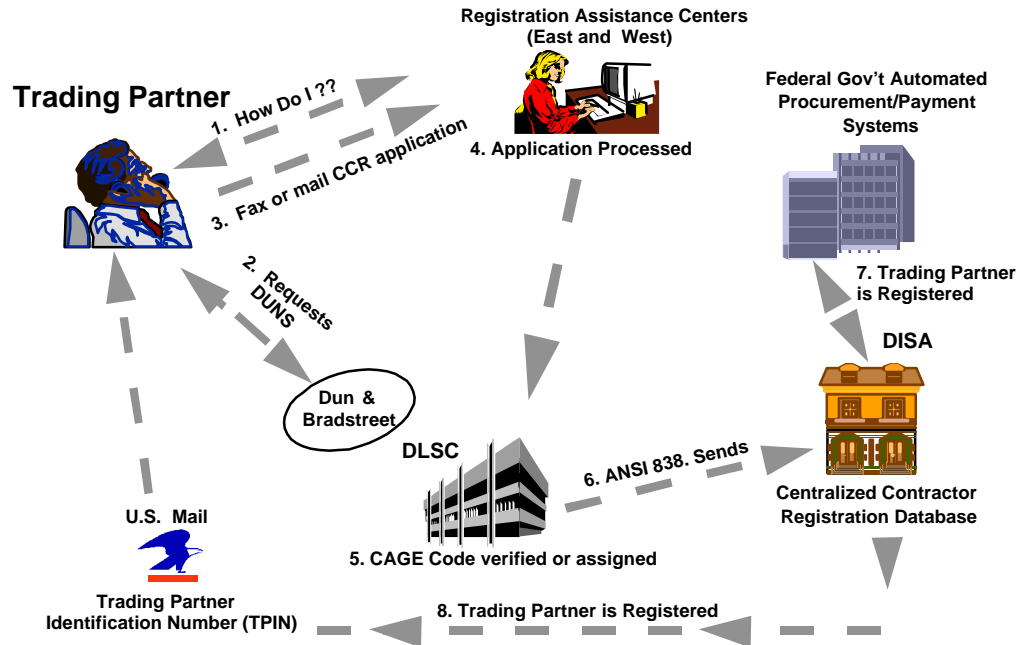


Fig. V

Contractors with LEGAL business names beginning with the letters A-K or a number should send their forms to the following address:

- **CCR Registration Assistance Center**
- **Palestine ECRC**
- **2000 South Loop 256, Suite 11**
- **Palestine, Texas 75801**
- **FAX: 903-729-7988**

Contractors with LEGAL business names beginning with the letters L-Z should send their forms to the following address:

- **CCR Registration Assistance Center (CTC)**
- **Johnstown ECRC**
- **1450 Scalp Ave.**
- **Johnstown, PA 15904**
- **FAX: 814-262-2326**

Due to the backlog of contractors waiting to be processed, you should anticipate the registration process to take approximately 90 days. Should you require any additional information please call **1-888-CCR-2423**.

- The Centralized Contractor Registration Center will validate your Trading Partner Profile information within approximately **15-30 DAYS** of receipt.
- After successfully completing registration, they will send you a Trading Partner Profile Confirmation (838C) with a confidential Trading Partner Identification Number (TPIN).
- The TPIN is your Electronic Commerce identification. Your confidential TPIN must be used to renew or cancel existing registration information.
- You will be required also to use the TPIN when submitting a Response to Request for Quote (843) or when updating or changing your Trading Partner Profile.

Please safeguard your TPIN. If you suspect your TPIN has been compromised, you should immediately notify DLSC's Customer Service Office. They will issue you a new TPIN. Please call commercial (616) 961-4725, DSN 932-4725 or 888-352-9333.

Minimum Trading Partner ('EZ') Registration Requirements

DUNS Number -	Enter the DUNS number for your business location. The DUNS +4 extension is a special code sometimes used to indicate a particular entity among a larger corporation. If you know for sure that you have, a +4 extension then enter it as well. Otherwise, use only the standard 9 digit DUNS number.
CAGE Code -	If you know the CAGE code for your business location enter it here. If you do not enter a CAGE code and none exists one will be assigned. If one does exist, it will be verified and added to the database.
US Federal TIN -	Enter your Employer ID Number or if you operate as an individual sole proprietorship, you may use your Social Security number in the space on the right.
Legal Business Name and Doing Business As -	Enter the legal name by which your company is incorporated and pays taxes. If you commonly use another name for normal operations, such as a franchise or licensee name, then include that in the space on the right.
Address -	You <u>must</u> include a valid street address where your business is located. If you use a PO Box for correspondence, this may be included in the extra space provided.
Division Name or Number -	If you do business, as a division of a larger company be sure to indicate the proper name for your division. If your division is commonly distinguished by some other identifier enter it here (such as a number).
Date Business Started -	Enter the date your business was established. This may be used to distinguish your firm from others with similar names.
Accounting Period Closes -	Enter the day on which you close your fiscal year. For example, if you use the calendar year this would be 12/31.

**Average # of
Employees &
Average Annual
Revenue -**

Be sure to provide accurate information about the number of employees and 3-year average annual receipts for your firm, as these values determine your business size classification.

**Corporate
Status -**

Check one of the five boxes to indicate the legal form of your business. Be sure to enter the state or country of incorporation if applicable.

**Business
Type -**

Check all the descriptions that apply to your business. If you are unsure of whether your firm qualifies under a category, contact your local Small Business Administration (SBA) office for the appropriate guidelines.

- **Tribal Government:** "Other Specialty Facility" and is described "use to indicate a Trouble Government type of organization."
- **Research Institute:** "Use to indicate the type of business conducting research and development"
- **Sheltered Workshop:** "A business entity which provides work for a special category of worker. Use to identify a qualified nonprofit agency under the Tribal Act as described in FAR, part 8.701 and DFARS, part 219.703."
- **Historically Black College or University:** "An educational institution of higher learning with a historical black student population. Use to indicate a HBCU or minority institution as defined in DEFARS, part 252.219-7003 or civilian agency."
- **Foreign Supplier:** "Used to indicate that the registrant is a foreign owned and located entity."
- **Emerging Business:** Listed in the IC as "Other Unlisted Type of Organizational Entity" and described as "An organization, e.g., a business, the description of which cannot be accomplished using the existing code list and for which the trading partners have not mutually agreed to a definition for it. Use to indicate an emerging small business concern as defined in FAR, part 19.1002."
- **Federal, State, County or City Facility:** "Use to indicate an agency or instrumentality of a Federal, state, or local government as defined in FAR, part 52.304-3."
- **Service Location:** "Use to indicate the type of business as a service establishment."
- **Subgroup:** "Use to indicate a minority institution."

- **Labor Surplus Area Firm:** "A business that has identified surplus of labor in the geographic area where it is located. Use to indicate that the registering party will perform work in a labor surplus area concern as defined in FAR 19.001."
- **S Corporation:** "An 'S' corporation is a corporation type designation given by the Internal Revenue Service to a corporation meeting certain tests of ownership and profit distribution."
- **Minority Owned:** Listed in the IC as "Minority-Owned Business, Large" and described as "Used in the Federal 838 IC to report a generic minority-owned business."
- **Woman Owned:** "A business (not defined as large or small) that is owned by a woman."
- **American Indian Owned:** Listed in the IC as "Owner of Property or Unit" and described as "Use to identify American Indian ownership."

SIC codes -

Use this section to list all the classification codes that apply to your firm's products and services. If your firm performs service and repair work along with sales be sure to list the appropriate service codes in addition to those for the basic product itself. This will help assure that you are considered for service contracts.

**Financial
Institution
Name and ABA
Routing
Transit ID -**

Enter the numbers provided by your banker. Account Number, Type, & Lockbox Number - Enter the appropriate account number to which you want your EFT payments deposited and check the proper box to indicate whether it is checking or savings. If you prefer to use a lockbox service, enter the appropriate account number in the space provided.

**Authorization
Date -**

Enter the date when EFT information submitted on this form is valid and in effect. This form may be used to initiate changes in EFT/banking deposit information (i.e. you change banks or accounts) and the authorization date identifies the effective date for the EFT data furnished. If no authorization date is entered, it will default to the date of CCR application.

**Contact
Information -**

Enter the appropriate contact information for the Automated Clearing House (ACH) coordinator at your bank, as well as you're in-house accounts receivables person. Note that e-mail addresses requested under the contact entries refer to Internet e-mail, not a local area network e-mail address within your office.

**Remittance
Address -**

Enter the name and proper mailing address to receive remittance information. If the address is the same as your general business address on the first page, you can check the box and leave this section blank.

Correspondence -

How do you wish to receive your correspondence about registration questions? To promote prompt reception of information e-mail or fax are the preferred modes of communication. Note that e-mail addresses refers to Internet e-mail, not a local area network e-mail address within your office.

**Additional
Contact -**

Although it is not required it is a good idea to provide contact information for another person at your firm, in case questions arise when the primary contact is not available.

Trading Partner ('Detailed') Registration Requirements

Type of Registration -	Type of Registration applying for (EDI capable).
DUNS Number -	Duns number of the registering party. Can be obtained by calling 1-800-999-3867 ext. 7748.
Business Legal Name -	Legal name of company doing business.
Business Street Address -	Full street address where company is located.
Business City/State -	Information where company is located.
Business Zip Code -	Full nine (9) digit zip code
Taxpayer Identification Number (TIN) -	Use the TIN of the party responsible for payment of the registering company's taxes.
Commercial & Government Entity Code (CAGE) -	The CAGE code of the business name. If you do not have a cage code assigned to you one will be assigned as part of the registration process.
Authorized Person to Submit Quotes -	Person authorized to sign on behalf of company.
Person Receiving Purchase Orders -	List name of person to contact at your company regarding receiving purchase orders.

**Standard
Industrial
Codes (SIC) -**

List all SIC codes for company registering. These can be identified and obtained at url <http://www.ecrc.camp.org/siccodes/foursic-sql.html> or <http://www.osha.gov/oshstats/sicer.html>.

**Federal
Supply Codes
(FSC) -**

List all FSC codes. These can be identified and obtained at URL <http://www.ecrc.uofs.edu/fsc-codes/fsc.html>.

**Financial
Institution
Information -**

List information to identify individual that can be contracted regarding EFT problems.

**Other Payment
Methods -**

Choose a type of payment remittance and format that you would like to receive.

**Name of
Value Added
Network(s) -**

List name of Government approved Value-Added Network or Value Added Services(s) VAN or VAS

**Information
for Points or
Contact -**

List name of person to contact at your company regarding EDI.

**Name of
Individuals
Authorized
to Sign -**

List names(s) of persons authorized to sign on behalf of company.

Trading Partner Identification Number (TPIN) Assignment

A TPIN is your trading partner identification number which means you have registered and are validated to do business with the Federal government. It is similar to a bank PIN in that it restricts access to your information.

The Centralized Contractor Registration Center will validate your Trading Partner Profile information within approximately **15-30 DAYS** of receipt. After successfully completing registration, they will send you a Trading Partner Profile Confirmation (838c for EDI capable contractors) with a confidential Trading Partner Identification Number (TPIN).

For non-EDI capable contractors your TPIN will be sent via U.S. Postal Service to the individual certifying at the address provided in the registration application once the registration has been validated and processed by CCR.

The TPIN is your Electronic Commerce identification. **Your confidential TPIN (11 characters) must be used to change, renew, or cancel existing registration information.**

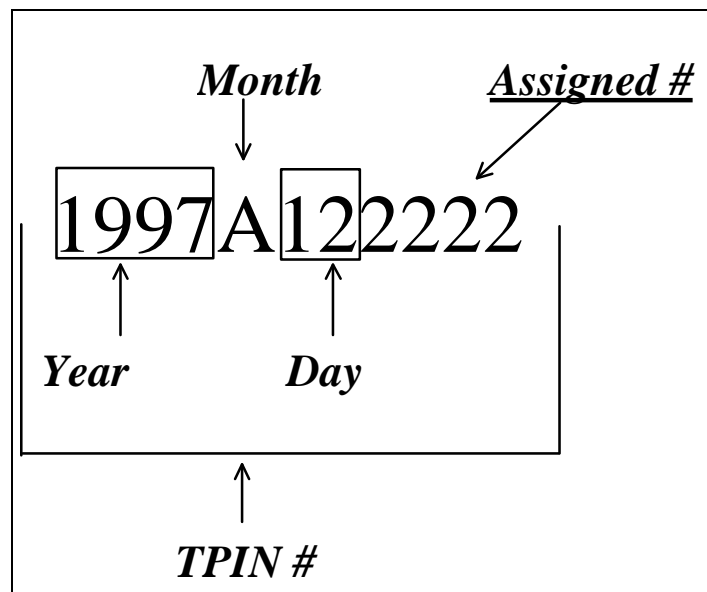


Fig. VI

Please safeguard your TPIN. If you suspect your TPIN has been compromised, you should immediately notify DLSC's Customer Service Office. They will issue you a new TPIN. Please call commercial (616) 961-4725, DSN 932-4725 or 1-888-352-9333.

Changes, Renewals and Cancellations

You are responsible for updating your registration information as it changes. Any change in the status of your registration information must be immediately provided to the Central Contractor Registration Center in a revised Trading Partner Profile (838). Information that will change at a future date should be provided with the effective date as soon as possible in advance of the change. A canceled registration will affect your ability to conduct business with the Federal government.

To initiate any changes, renewal, or to cancel an existing registration in the CCR, you can use any one of the following methods:

- Send an ANSI X12 838 EDI Transaction through your Value-Added Network (VAN) provider.
- Input directly into the CCR through the interactive World Wide Web application process at <http://www.ccr.edi.disa.mil/ccr/>
- Mail or fax any changes to the proper CCR Registration Assistance Center (RAC). Companies with legal business names beginning in A-K or a number should send their forms to the RAC in Palestine, Texas, and firms L-Z should send forms to the RAC in Johnstown, Pennsylvania.

NOTE: Utilizing the World Wide Web site is the recommended option for initiating any changes, since utilizing one of the other methods requires you to divulge your TPIN number to a third party.

Changes

When preparing to change your name, business affiliation, financial institution, financial account number, VAN, or mail box, you should provide this information in advance of the change (preferably 30 days).

The contractor is responsible for ensuring the accuracy of the data and **is the only one authorized to change their data. You must use your TPIN number when making and/or requesting any changes to your profile.**

Annual Renewal

You must renew your registration annually, starting one year from the date the Federal government accepts your registration by issuing a Trading Partner Profile Confirmation (838C) and your TPIN. You will be assigned a new TPIN number after every renewal.

Automatic Cancellation

If you do not renew your registration, the Central Contractor Registration database system will cancel your registration and notify you and all Federal government agencies of your canceled registration.

Update Notification

When changes or renewals are received they will be validated, and if accepted, the information will be passed to Federal government agencies.

Access To Registration Information

Registration information is accessible to Federal government agencies and other authorized agents for purposes of doing business with your firm.

Currently access to the CCR is through the Internet. The World Wide Web contains two different access levels for CCR. One access allows contractors to register and maintain their data, the other is restricted to U. S. Government employees and other authorized agents in procurement, contracting, budget, finance, and logistics along with VANs and ECRCs.

No information specific to your business income, financial institution, financial accounts, key business information, or similar confidential information will be released to Non-Federal government sources.

The government uses the data internally to expedite the exchange of information among the various users of the data (e.g., budget, purchasing, paying offices).

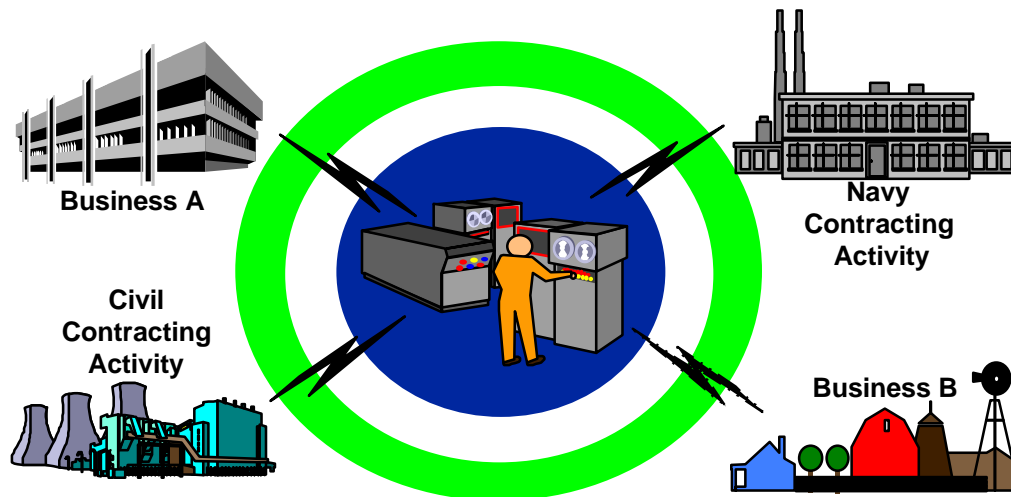


Fig. VII

In addition, some information might be furnished on request to State and Local governments or prime contractors to assist their procurement programs by identifying potential contractors and/or sub-contractors.

For example, when other businesses are looking for suppliers or subcontractors, they may request your name and addresses. Their request must reference a SIC/SIC 2+2 or a FSC/PSC. They will use these reference numbers to match your capabilities with those commodities and services they want to buy from you.

Some data elements in the CCR database are public information; others have financial or commercial value and are considered sensitive. Each of the elements are identified as either public information and fully releasable (R), sensitive and conditionally releasable (C), or strict access control and not releasable (N).

To request authorization for access and query rights to the CCR call the Defense Logistics Service Center (DLSC), Customer Service Office at (616) 961-4725 or DSN 932-4725 or complete the CCR access form (DLSC form 1782-CCR) at **http://www.dlsc.dla.mil/ccr_reg.htm**.

After receiving and processing your access request, DLSC will send you a user ID with sign-on instructions.

The following section lists all the data elements contained in the CCR, and identifies each element's accessibility by potential users (registrant, procurement and contracting, budget and finance, logisticians and other government personnel, industry, the general public and etc.).

Central Contractor Registration Database Data Elements

Alphabetical column headings are identified as follows:

A - Registrant	B - Procurement and Contracting
C - Budget and Finance	D - Logisticians and Other Government
E - General Public	F - Value Added Network (VAN) providers

DATA ELEMENT DESCRIPTION	A	B	C	D	E	F
Type of application (initial, change, renewal, or cancel)	R	R	R	R	R	R
DUNS number	R	R	R	R	R	R
Applicant's Commercial and Government Entity (CAGE)	R	R	R	R	R	R
Applicant's Taxpayer Identifying Number (TIN)	R	R	R	N	N	N
Applicant's legal and business name (s)	R	R	R	R	R	R
Any other names used by the applicant (if applicable, could-be a component within a business)	R	R	R	R	R	R
Applicant's business address (number, street, city country/parish, province/state, postal and county codes)	R	R	R	R	R	R
Labor surplus area (yes or no)	R	R	R	R	R	R
Applicant's mailing address (number and street or post office box, city, state postal and county codes, if different from business address)	R	R	R	R	R	R
Applicant's administrative point of contact (telephone, facsimile, and e-mail)	R	R	R	R	R	R
Applicant's legal status (individual proprietor, partnership, S-corporation, corporation, nonprofit organization, state, or local government, or educational institution)	R	R	R	R	C	C
Where incorporated (country or state)	R	R	R	R	C	C
Date business started or acquired	R	R	C	C	C	C
Parent company's name and DUNS , if applicable	R	R	R	R	R	R
Parent company's address (number, street, city, state, postal and country codes)	R	R	R	R	R	R
Parent company's TIN	R	R	R	N	N	N
Affiliates TIN number(s)	R	R	R	N	N	N
Applicant's type of business (manufacturing/supplies, research and development, construction, services, etc..)	R	R	R	R	R	R
Business classification (e.g. woman-owned, minority-owned, veteran, tribal, etc.)	R	R	R	R	R	R
8 (a) certified and certifier, if applicable	R	R	R	R	R	R
Business size (large, small, or emerging)	R	R	R	R	R	R
Goods and/or services applicant provides (list all applicable Standard Industrial Classification (SIC), Product Service Codes (PSC), and Federal Supply Classification (FSC)	R	R	R	R	R	R
Other equipment, supplies, services not listed by SIC, PSC, OR FSC	R	R	R	R	R	R
Special manufacturing equipment/materials not listed above	R	R	C	C	C	C
Targeted business locations (geographical areas where applicant is willing to conduct business)	R	R	R	R	R	R
Applicant's parent, and affiliates' average number of employees during the preceding 12 months and previous three-year average revenues	R	R	C	C	C	C
Facility address where work is performed and level of quality assurance	R	R	C	C	C	C
Facility security clearance (secret, top secret, OPM, DoD, or DOE	R	R	C	C	C	C
Highest employee security clearance	R	R	C	C	C	C
Contract Administration Office, point of contact, telephone, fax, e-mail	R	R	R	R	R	R
Alternate remittance name and mailbox address of service provider, if other than registrant or registrant's VAN	R	R	R	C	C	C

A - Registrant

C - Budget and Finance

E - General Public

B - Procurement and Contracting

D - Logisticians and Other Government

F - Value Added Network (VAN) providers

<i>DATA ELEMENT DESCRIPTION</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
Electronic data interchange (EDI) capabilities, if applicable	R	R	R	R	R	R
EDI capabilities (transaction set's versions and releases)	R	R	R	R	R	R
Interfaces (APADES, ITEMP, ILSMIS, MADES, POPS, SAACONS, SANSFD, SPEDE, and/or SPS)	R	R	R	R	R	R
Applicant's EDI point of contact (telephone, fax, e-mail)	R	R	R	R	R	R
Applicant's value added network (VAN) name and DUNS	R	R	R	R	C	R
Applicant's mailbox at the VAN	R	R	R	R	N	C
Party to receive electronic remittance advice	R	R	R	C	C	C
Representations and certifications acknowledgment	R	R	R	R	R	R
Individual's name and title certifying application's accuracy	R	R	R	C	N	N
Federal Electronic Commerce Acquisition Instructions (FECAI) acceptance	R	R	R	R	R	R
Trading partner identification number (TPIN)	R	N	N	N	N	N

Future Direction

Populating the CCR Database

A significant change is required to increase the number of registrants in the CCR database.

In order to facilitate the population of the CCR with the over 300,000 identified Federal Government contractors, DLSC will establish CCR Outreach and Registration Assistance Centers (such as buying and contracting activities and ECRCs). These centers will help facilitate bulk processing of the projected surge of CCR applicants.

DLSC currently processes 1200-1400 requests for CAGE (Contractor and Government Entity) codes per week. The majority of these requests are originated at one of the 1200+ CAGE outreach and initiating sites. One strategy being deployed is the process of simultaneously populating the CCR database with this contractor information while assisting them with their CAGE requests.

CCR CPAS (Contractor Profile Administration System) Tool

DLSC is developing a computer based CCR CPAS (Contractor Profile Administration System) tool for use by these Outreach and CAGE initiating sites.

The process will function in the following manner:

- The contractor provides the CCR Outreach and Registration Assistance Center (pervasively a CAGE only initiating site) with basic information (name, address, telephone, etc). The center queries the CCR (and CAGE) using the CCR CPAS tool determine in the contractor is registered in the CCR.
- If registered, the contractors information is printed out (see appendix)and the contractor reviews their information and submits any changes as an update.
- If not registered, the contractor, with the assistance of the CCR Outreach and Registration Assistance Center personnel, completes the trading partner profile.
- The CCR Outreach and Registration Assistance Center submits the profile application using the CCR CPAS tool for processing and validation.
- When the CCR processing is complete, DLSC will notify the submitting center (a record is maintained at the centers CCR CPAS tool local database).
- The contractor is notified by fax, U.S. postal mail or e-mail, of CCR confirmation (along with their TPIN number).

The CCR CPAS tool allows buying and contracting activities, to update their contractor files on an exception or as needed basis. For example, if a contractor unknown to a buying activity, but registered in the CPAS, submits a quote for services, the buying activity can query the CCR through the CCR CPAS tool, update their local database and process the quote without delay.

CCR CPAS Tool Security

Users of the CPAS System will require an ADP II level security clearance before a user code and password will be granted. DLSC will process these security clearances, however, this process will take between 90 and 120 days.

Among the minimum required data elements for CCR registration is data recognized to be of a sensitive and/or proprietary nature. Included among these are U.S. Federal Tax numbers, (SSAN and/or EIN), average annual revenue and electronic funds transfer (EFT) information such as account numbers, American Bank Association (ABA) routing/transit identification numbers, financial institution name and point of contact therein.

In recognition of the sensitive and/or proprietary nature of this information, all users will be required to be processed for a DoD automated data processing (ADP) security designation of ADP-II. Each ADP-II candidate is required to provide fingerprints, a birth certificate or passport, and extensive reference information. This information is used by the Defense Investigative Service (DIS) to conduct a National Agency Check necessary to set the level of trust the Federal Government places with these individuals assigned a user code and password.

Standard Form 85P titled "Questionnaire for Public Trust Position" must be signed (original copy) and complete. The finger print card (FD 258), the questionnaire and a photocopy of your birth certificate or passport are to be mailed to:

Defense Reutilization & Marketing
DRMS-IS ATTN: Judy Somers
74 North Washington St.
Battle Creek, MI 49017-3092

Judy Somer's phone number is 616-961-7010, her fax is 4408.

Be sure to indicate that you want utilize the Central Contractor Registration system at DLSC. You may refer to Terrence Hunt, as a reference POC.

If you already have a security clearance, you can call Ms. Somers to discuss that. It may be that you do not have to go through the waiting period. When you have completed the necessary security process, you may then request access to the CPAS tool.

ADP II Position Category and Criteria

The following contains the criteria used to designate the ADP II position in the personnel security program for Federal Civilian employees. This policy is outlined below:

ADP II is designated a Non-critical Sensitive Position

ADP-II positions. Those positions in which the incumbent is responsible for the direction, planning, design, operation, or maintenance of a computer system, and whose work is technically reviewed by a higher authority of the ADP-I category to insure the integrity of the system.

Criteria

Responsibility for systems design, operation, testing, maintenance, and/or monitoring that is carried out under technical review of higher authority in the ADP-1 category, includes, but is not limited to

1. Access to and /or processing of proprietary data, information requiring protection under the privacy act of 1994, and Government-developed privileged information involving the award of contracts.
2. Accounting, disbursement, or authorization for disbursement from systems of dollar amounts less than \$10 million per year. Other positions are designated by the agency head that involve a degree of access to a system that creates a significant potential for damage or personal gain less than that in ADP-I positions.

Seed File Creation

The strategy being deployed entails the development of a seed file that will contain validated contractor financial data. The seed file consists of data elements obtained from various DoD and commercial databases. The purpose of this file is to extract and combine disparate financial contractor information currently residing on multiple databases into a single database. This seed file will be used to populate the CCR database with a large, mostly complete set of contractor financial information. Once seeded, contractor information will be sorted for accuracy, and requests for updated information generated.

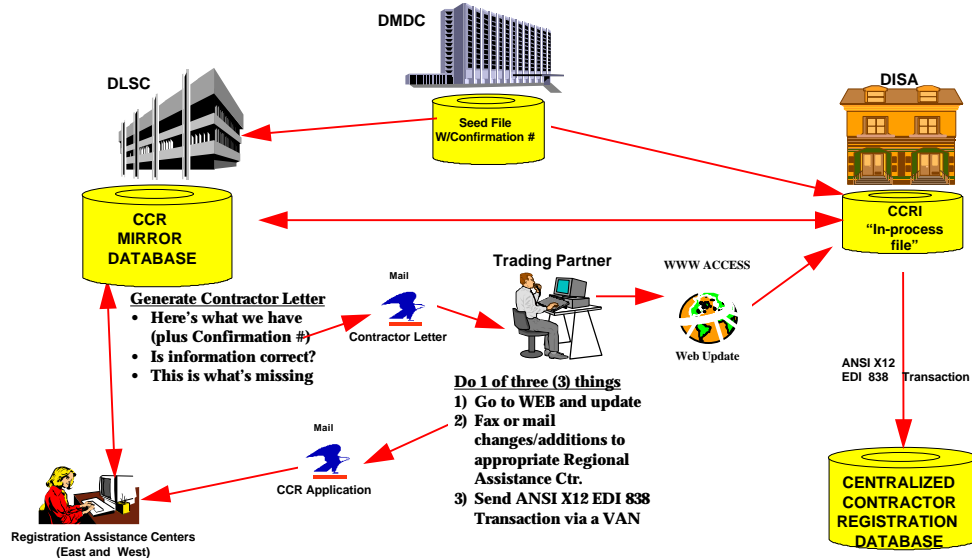


Fig. VII

The Defense Manpower Data Center (DMDC) was charged with compiling the CCR "Seed File". The file is composed of the CAGE, Dun & Bradstreet and DFAS Vendor Pay data bases.

The Defense Logistics Service Center will maintain both the existing CAGE and a CCR mirror databases.

Web Based CCR Update Service

DLSC has developed a web based CCR update service. The URL for this site is <http://www.ccr.dlsc.dla.mil>. This service is initially designed to allow contractors to complete partially developed trading partner profiles directly.

A contractor who is notified that the Government currently has an incomplete or invalidated profile as a result of the "seed" file project, is given a confirmation number as part of his/her notification.

The confirmation number used in combination with the DUNS number will allow the contractor to retrieve his/her incomplete profile and update it. The confirmation number is good for a single update only. If additional updates are required, a new confirmation number will be issued.

Follow on capability for this web site will include a CCR customer assistance capabilities (CAC). These capabilities will be limited in use to CCR outreach sites having user code/password protected access authority. CAC users will be able to create initial registration TPPs on behalf of contractors not having the ability or the preference for doing so themselves. CAC users will be able to process updates to a record, only at the contractors request as indicated by the sharing of the required confirmation number (for incomplete/suspended records) or the TPIN (for currently registered contractors). CAC personnel will have interrogation authority of the entire CCR data base except for EFT data, Tax Identification data and average annual income. Access to such sensitive data will be limited on a highly restrictive, need to know, determination.

CCR Security

Regional Assistance Centers (RAC)

All RAC personnel are processed for ADP-II security clearance. This is also necessary for any other personnel who will ultimately have access to this data. Each candidate provides fingerprints, birth certificate or passport, and extensive reference information. This information is used by the Defense Investigative Service (DIS) to conduct a National Agency Check (NAC) necessary to set the level of trust the federal government places with the individual.

- An audit trail of all actions taken by the RAC personnel, relative to the CCR processing is maintained through a user code/password recognition process.
- Hard copy applications are maintained within a closely held environment and stored in locked facilities.
- The most sensitive data is EFT information such as name of bank, account number, ABA and transit codes. This information is not given to requesters. Requesters are asked to re-supply the data if they are unsure of its accuracy. In this case the data is then verified against the record and corrected as necessary.
- Access to sensitive data is only available by TPIN. RAC personnel do not provide TPINs to anyone. This information is available only from DLSC personnel who provide that information only when proper identification of the applicant has been established.
- RAC personnel provide only limited non-sensitive information to callers only upon proper identification including company name, DUNS, and POC telephone number. Information can then be given upon a callback from the RAC to the POC. If the POC is no longer available, information will be sent only by mail to the requesting company POC as identified in the CCR registration.
- First class mail will be used for all correspondence between the RAC and the supplier. This is the commercial practice for normal transmission of this type of data.

Appendix

CCR GLOSSARY OF TERMS

To help with understanding the CCR process, below is a glossary of key terms which will provide a foundation for future reference:

6-PAGE CCR FORM - This form is required for those businesses that are EDI capable. It also allows you to provide detailed information on your company (eg: regarding security and Quality Standards met, Federal Supply Classes (FSC), and Product Service Codes (PSC). This form is presently available on the CCR Web page at: <http://www.ccr.edi.disa.mil/ccr/>

8(a) Firm - These firms are those small businesses with special contract status (includes minority owned and operated firms) as established by the Small Business Administration (SBA). To learn more about 8(a) firms, contact your local SBA office or visit their Web site at <http://www.sba.gov>

838 - This form is your Trading Partner Profile, used to supply critical information about your company or organization that is required for successful registration into CCR.

838C - This is CCR validation form stating that your 838 has been successfully processed and approved within CCR.

CAGE CODE - A CAGE Code is a 5 character (alphanumeric) identifier automatically generated by the Defense Logistics Services Center (DLSC) after your registration information has been entered into CCR. If you already have a CAGE Code, a new one will not be generated. You can obtain your current CAGE Code by calling DLSC at [\(616\) 961-4958](tel:6169614958).

DFAS - The Defense Finance and Accounting Service (DFAS) is responsible for reviewing, processing, approving, and issuing all payments to contractors as well as ensuring collection of funds owed the Department of Defense.

DUNS # - The DUNS (Data Universal Numbering System) is a unique nine digit (all numeric) identification number for companies and organizations, assigned by the Dun & Bradstreet Corporation. You can receive a DUNS # by calling Dun & Bradstreet at [\(800\) 333-0505](tel:8003330505). If any organization wants to identify their subsidiaries with a unique DUNS #, they may include 4 additional characters (alphanumeric) of their choice, the DUNS + 4-character. These 4-digit identifiers are established and maintained by the parent organization.

ECIC - The Electronic Commerce Information Center (ECIC) provides the most current information on all government approved Value Added Networks (VAN) for those companies seeking EDI access. The ECIC can be reached at [\(800\) 334-3414](tel:8003343414).

ECRC - Electronic Commerce Resource Centers (ECRC) are DLA-funded technical assistance centers. There are presently 16 ECRC locations. A listing of the ECRC nearest you can be obtained via the Internet at [HTTP://WWW.ECRC.CTC.COM](http://WWW.ECRC.CTC.COM).

EDI - Refers to Electronic Data Interchange (EDI) technology which allows two or more organizations to exchange information electronically, thereby eliminating the need for paper.

EFT - Electronic Funds Transfer (EFT) is the method of forwarding and receiving payments electronically using routing numbers that include bank identification and checking account information. EFT is a requirement under Section 3332 of Title 31, United States Code, as amended by Public Law 104-134 (Omnibus Consolidated Recission and Appropriations Act of 1996 and Debt Collection Improvement Act of 1996).

“EZ” CCR FORM - This is the 2-page form which provides the minimum information required to successfully register your company with CCR. This means your status as a registrant is non-EDI. You can request this form by calling (888) CCR-2423.

FAR - The Federal Acquisition Regulation (FAR) handbook are the rules and procedures which regulate the pre-award and post-award requirements for all government solicitations. CCR is referenced in FAR clauses 4.503, 13.106-2, 52.232-3, and 52.232-34.

FSC/PSC - The Federal Supply Classification (FSC) or Product Service Code (PSC) are used to identify the products and services your company supplies to the government and are similar to Standard Industrial Codes. The FSC is used to identify products and the PSC is used to identify services. These codes are not required on the new 2-page CCR form. You can get a list of all FSC/PSC by contacting your local ECRC or by visiting the Web at: <http://ec.saecrc.org/fsc/>

ISO (QUALITY STANDARD) - These are quality standard codes use for classifying manufacturing firms. More than one of the standards may apply. These are applicable to your firm if you are a manufacturing company or have a manufacturing division. If you are a manufacturing company and are unsure what quality codes are applicable, contact your local Contract Administrative Officer.

PACKAGER - A packager refers to any other firm or location that packages products for your company. This firm will have a separate DUNS # which you will need to be obtain to complete the registration process. If they do not have a DUNS #, they will need to call Dun & Bradstreet directly to obtain one.

RAC - Registration Assistance Centers (RAC) are customer assistance sites designed to facilitate the CCR application process. Presently, RAC sites are located at ECRC Johnstown, PA and ECRC Palestine, TX. Eventually, these sites will be composed of all ECRC and DoD buying and contracting activities and also function as CAGE initiator sites. The RAC will process the bulk of CCR applicants.

SEED FILE - The “seed file” consists of data elements obtained from various DoD and commercial databases. The purpose of this file is to extract and combine disparate financial contractor information currently residing on multiple databases and merge them into a single database. This seed file will be used to more fully populate the CCR database with a large, mostly complete set of contractor financial information. Once seeded, contractor information will be sorted for accuracy, and requests for updated information generated and mailed.

SF-129 - The Standard Form 129 is the Solicitation Mailing List Application. CCR will eventually replace this form as part of its electronic commerce objectives.

SIC - The Standard Industrial Classification (SIC) coding system was developed to classify

business establishments by the type of activity in which they are engaged. By providing a common method of classification, it facilitates the collection, tabulation, and analysis of data relating to businesses. This allows comparison and correlation of data collected by various government entities, trade associations, and other reporting groups. The SIC differs from other classification methods in that it covers the entire range of economic activity. An organizational SIC code identifies the type of activity (eg: agriculture, mining, construction, manufacturing, retail, wholesale, services, etc.) in which they engage as well as they types of products or services they offer. SIC codes can be either four (basic) or eight (expanded) digits. By using SIC codes, government buyers will access the CCR to query those vendors with the appropriate SIC to meet their performance preferences. You can get a complete SIC Code listing by accessing the Web at: <http://www.osha.gov/oshstats/sicser.html>.

TIN - The Tax Payer Identification Number (TIN) is the number companies use for income tax purposes, all numeric, similar to a Social Security number. This number is needed to comply with the Debt Collection Improvement Act and for certain IRS 1099 income tax reporting requirements. Only certain Defense Finance and Accounting Service personnel will have access to this information. It is not accessible by other contractors or the public. If a vendor does not know or have this number, they must call the Internal Revenue Service to obtain it.

TPIN - Receiving your Trading Partner Identification Number (TPIN), means you have registered within CCR and are validated to do business with the Federal Government. It is similar to a bank PIN in that it restricts access to your financial information. CCR will validate your TPIN within 90 days of receipt. The TPIN is your Electronic Commerce Identification Number. Your confidential TPIN (11 characters in length) must be used each time you change, renew, or cancel any existing CCR information.

VAN - A Value Added Network (VAN) is an enterprise that provides network connectivity and a value-added service - such as X12 translation services, EDI to facsimile services, and other database services. Any enterprise certified by the Federal Government as providing connectivity to the virtual network may declare itself a VAN. The Federal Government will only send transactions to approved network service providers. However, there is no contractual relationship between the government and the contractor's chosen VAN. It is the responsibility of the contractor to acquire, test, maintain, and operate an Electronic Commerce system at their expense, including the cost of receiving and sending transactions through a VAN service provider. If your network service provider is not federally approved, an interconnection with an approved network service provider must be established. You may change your network service provider by giving advance notice (preferably 30 days) and changing your Trading Partner Profile within CCR to show your new electronic address (or mail box). Information on VAN testing and certification is available from the Defense Information Systems Agency (DISA) at [\(614\) 692-5541](tel:6146925541) the ECIC at [\(800\) 334-3414](tel:8003343414).

WWW - Stands for World Wide Web, or the Internet. The use of WWW will provide you direct access to register into CCR, and also provide you access to other handy tools for query, status, and information you may require to complete your CCR application.

CCR Frequently Asked Questions

CCR is a new and complex repository, and we know there are many questions that you may have. Below is a somewhat comprehensive series of Frequently Asked Questions (FAQ) that should answer most immediate questions. For additional assistance, contact your nearest ECRC location.

Who can register in CCR?

There are two categories of contractors who will register in CCR. Those using EDI and VANs and those using non-EDI such as via the Internet, telephone orders, paper orders, or other means of non-Electronic Commerce. You may become an EDI trading partner or non-EDI contractor at any time by changing your existing registration profile in CCR. It is important that you provide accurate and complete information. Submission of fraudulent information may subject you to administrative, civil, and/or criminal penalties. Contracts with the Federal Government using EDI or non-EDI are valid, enforceable contracts in the same manner as documents signed on paper and is admissible evidence for legal purposes.

How can I register in CCR?

You can submit a registration to CCR using the World Wide Web (WWW) or fax or mail to a Registration Assistance Center (RAC). You can also submit an EDI transaction via your VAN. CCR will validate the contractor's DUNS, CAGE, and TIN information and crosscheck a contractor's compliance test results (EDI only) at the Compliance Certification Facility. If any data is incomplete or incorrect, a notification sent to the contractor identifies the error.

By WWW: <http://ccr.edi.disa.mil/ccr/>

You can input your registration directly on your own through WWW. However, we recommend you download the Central Contractor Registration Workbook to decide which registration process works best for you.

By Mail or FAX: Companies with legal business names beginning with A-K or a number should send their completed forms to the RAC in Palestine, TX. Firms with legal names beginning L-Z should send forms to the RAC in Johnstown, PA. A toll free number is available for both locations at (888) 227-2423.

Palestine ECRC
2000 South Loop 256
Suite 11
Palestine, TX. 75801
FAX: (903) 729-7988

Johnstown ECRC (CTC)
1450 Scalp Avenue
Johnstown, PA. 15904
FAX: (814) 262-2326

By EDI: Send an ANSI X12 838 EDI Transaction through your VAN provider.

How will I know I'm registered in CCR?

Once registered, contractors submitting CCR applications through any method receive a Trading Partner Identification Number (TPIN), which provides CCR access and is required to submit changes to their registration.

For WWW users, CCR assigns a temporary confirmation number to the contractor when receiving an incomplete registration application, or is in process but saved for later completion. You may save an in-process application for up to 30 days. To complete the in-process, the DUNS number and temporary confirmation number are necessary. Contractors can use the WWW at any time to inquire about the status of their registration as it is processed

For EDI-capable contractors, DoD certified VANs provide registration access to the CCR via an 838 transaction. CCR will return a 997 (Functional Acknowledgment) transaction to the contractor. Once approved in CCR, an 838C transaction set with your TPIN is sent through the VAN to the contractor. Registration through the VAN is the recommended option for EDI capable contractors.

If you cannot locate your TPIN, contact the Defense Logistics Services Center's CCR Customer Assistance desk at 1-888-352-9333, or verify your registration status on the website (<http://ccr.edi.disa.mil>) using your DUNS.

What Steps Do I Use To Register Via Fax Or Mail?

- Obtain the 2-page Form EZ CCR Registration form by calling 1-888-227-2423.
- Assemble DUNS number, Financial and Business Information required to complete registration.
- Complete the Central Contractor Registration (CCR) Application Form. Assure all required fields are completed.
- Fax or mail the CCR application to the appropriate RAC.

What Steps Do I Use To Register Via The Internet?

- With WWW, you have two choices by using either 2-page Form EZ or the 6-page Detailed Registration process. CCR Form EZ covers the minimum amount of information required and does not allow you to become EDI registered. You can download and consult the CCR workbook to determine which process is best for you.
- Assemble DUNS number, Financial and Business Information required to complete registration.
- Access the CCR through the web site (<http://ccr.edi.disa.mil>).
- Complete the selected on-line registration form.

What Steps Do I Use to Register Via EDI?

- Select a DoD certified VAN service provider.
- Assemble DUNS number, Financial and Business Information required to complete the 838 transaction as required by your VAN for CCR registration.
- Submit an ANSI X12 838 (Trading Partner Profile) EDI Transaction set. This should be a function of your VAN/EDI software. If it is not, you must create it.
- Receive the Form 838C (Trading Partner Profile Confirmation).

Why Do I Have To Register With CCR?

The Director of Defense Procurement is proposing to amend the Defense Federal Acquisition Regulation Supplement (DFARS) to require contractor registration in the DoD CCR database prior to award of any contract, basic agreement, basic ordering agreement, or blanket purchase agreement, unless the award results from a solicitation issued on or before June 1, 1998. The purpose of this proposal is to allow the DoD to more effectively comply with the Debt Collection Improvement Act of 1996 (Section 31001 of Public Law 104-134); to simplify and streamline procurement by using processes; and to increase visibility of vendor sources for specific goods and services. This proposal will not become a mandate until a final rule is published by the Defense Acquisition Regulation (DAR) Council. The proposed rule published in the Federal Register on 15 September 1997, with public comment required by 14 Nov 1997, can be viewed at <http://www.gpo.ucop.edu/>. The final rule is projected to be published in February 1998.

How Long Does It Take To Register Via CCR?

If you have all the information necessary, the registration form takes approximately 45 minutes to complete, depending upon the size and complexity of your company. If you send the paper form to an RAC at ECRC Johnstown or Palestine, they will require approximately 90 days to process your registration. If you send an electronic application (via Internet or VAN), you can expect to be registration to occur in 7-10 days. A contractor will know they have an active CCR registration when they receive a confirmation notice and TPIN. These will arrive separately for security purposes.

What are the exceptions to registering in CCR?

The exceptions to registering in CCR include:

- Purchases made with a Government-wide commercial purchase card;*
- Awards made to foreign vendors for work performed outside the United States;*
- Classified contracts or purchases (ref FAR 4.401)*
- Contracts awarded by deployed contracting officers in course of military operations, including but not limited to contingency operations as defined in 10 U.S.C. 101(a), or contracts awarded by contracting officers in the conduct of emergency operations, such as responses to natural disasters or national or civil emergencies*
- Purchases to support unusual and compelling needs of the type described in FAR 6.302-2.*

How Do I Cancel My Registration Within CCR?

You may cancel your registration at any time. Canceling your registration removes your organization name from lists furnished to Federal Government agencies. Your Form 838 (Trading Partner Profile) will be validated before your cancellation is accepted. An incomplete or inaccurate Form 838 will be rejected and you will be notified.

How Do I Make Changes To My Registration?

You are responsible for updating your registration information as it changes. Make changes in your status by using the CCR revised Form 838 (Trading Partner Profile). **NOTE:** We recommend that you use the CCR WWW site for initiating changes since utilizing other methods (fax, mail, or VAN) will require you to divulge your TPIN to a third party. You must use your TPIN when making or requesting changes in your profile.

Am I Required To Renew My Registration In CCR?

Yes. You must renew your registration annually, starting one year from the date of origin. The Federal Government accepts your initial registration by issuing a Form 838C (Trading Partner Profile Confirmation) and your TPIN, and every year thereafter.

What Happens If I Fail To Renew My Registration?

If you do not renew your registration, the CCR database system will cancel your registration automatically and notify you and all Federal Government agencies of your cancelled registration.

Do Foreign Companies Register In CCR?

Yes. Foreign companies that do business with DoD must register in CCR. In order to register, they must obtain a CAGE Code from the appropriate source. NATO countries retain separate codification bureaus to provide their companies with CAGE Codes. Companies from non-NATO countries must obtain the code from the NATO Maintenance and Supply Agency (NAMSA) in Luxembourg. Once a CAGE Code is assigned by either organization, DLSC loads the new numbers into the DoD database. Current CCR implementation conventions allow foreign companies to register without a Tax Payer Identification Number (TIN). Foreign vendors awarded contracts for work performed outside the U.S. are exempt from CCR registration.

Are Prime Contractors Required To Have Their Subcontractors Register In CCR?

Only companies interested in doing business directly with DoD (prime contractors) are required to register. If a prime contractor's subcontractor wants to bid directly for contracts with DoD, they should register in CCR themselves.

I Have Multiple Duns # And Cage Codes. How Do I Register?

You can register each DUNS # or CAGE Code individually. If all contract awards and payments are sent to only a single DUNS/CAGE, then only that DUNS/CAGE needs to register.

What Is A Parent Organization?

The parent organization refers to the principal or headquarters organization.

What Is An Affiliate Organization?

An affiliate organization refers to any subsidiary organizations under the parent organization.

What If I Am A Parent Organization With More Than One Affiliate Organization With The Same Duns #?

Affiliate organizations within a parent organization may have the same DUNS #. Affiliates are distinguishable from each other by attaching a 4-character identifier at the end of the original DUNS #. The parent organization establishes and maintains the 4-character identifier, not Dun and Bradstreet.

Do I Need A Cage Code To Register In CCR?

Yes, but a vendor does not need a CAGE Code to submit an application into CCR. DLSC will assign a CAGE Code during the validation process. If you already have a CAGE Code, but do not remember it, DLSC will find it during the validation of your registration. DLSC will not issue CAGE Codes independent of your CCR registration. You can obtain your current CAGE Code by calling DLSC at (616) 961-4958.

Who Has Access To My Registration Information?

Registration information is strictly controlled and accessible only to Federal Government agencies and their authorized agents for purposes of doing business with your firm. CCR does not release information specific to your business income, financial institution, financial accounts, key business information, or other similar confidential information.

How Will This Information Be Shared?

The government uses this data internally to expedite the exchange of information among various uses of the data in procurement, contracting, budget, finance, and logistics along with VANs and ECRCs. In addition, upon request, CCR will furnish some information to State and Local governments or prime contractors to assist in their procurement programs by identifying potential contractors or sub-contractors. For example: when other businesses are looking for suppliers or

subcontractors, they may request your company name and address. Their request must reference a SIC, SIC 2+2, or FSC/PSC. They will use those reference numbers to match your capabilities with those commodities and services they may want to buy from you.

How Secure Is My CCR Information On The Web?

The most sensitive information is bank account and EFT information. This data is only releasable to the appropriate DoD finance community. Much of the information is not available to public query. Vendor information that is not releasable to the public is secure and available for viewing only by government users with a logon and password. Your entire vendor profile is viewable only if you provide your DUNS # and TPIN.

What are the Government Security Requirements?

Security for CCR can be broken into two categories: Data input and data access after registration.

Once a Trading Partner is registered and their profile data has been validated, they are entered into the CCR database and issued a unique private trading partner identification number (TPIN). Use of this TPIN is the only way to make changes or updates to a validated registration. Protect it as proprietary information.

All EFT information, Tax ID's and average annual revenue, are sensitive data, and as such, will not be allowed to be accessed. Only contractors, their agents or Defense Accounting Personnel (DFAS) personnel with a need to know, will have access to this data.

Are There Any Additional Security Considerations in CCR?

TPs should be aware that when they use the CCR web site for registration that they are using an unencrypted link to the CCR process. If their browser supports encryption, they should switch to the secure site. If the browser does not support data encryption, their information will be transmitted as plain text. When the data is in the CCR, the security level of that processor is C2 in compliance with DoDD 5200.28.

Why Does CCR Require Data On Annual Revenues?

Annual revenues or number of employees determines if a business qualifies as a "small business" for contract award set-asides.

How Can I Access Or Query CCR Information?

Access to registration information is under strict control. Access authorization is limited to only the necessary data elements requirements by appropriate government activities. Requests for authorization to various elements of the CCR database must be submitted to DLSC at (888) 352-9333 and requesting DLSC Form 1782-CCR. You can also request access to query capability via the Web at: http://www.dlsc.dla.mil/ccr_info.htm.

How Can I Determine The Status Of My Application?

If you have yet to receive your registration confirmation via mail, email, fax, or 838C, your registration is still in the validation process. If you registered via WWW, check your registration status via the Web with the DUNS # and confirmation ID issued to you at the time you input the data into CCR. If you registered via paper and want to know where your application is in the validation process, contact DLSC at (888) 352-9333.

How Will I Know Of Problems With My Faxed/Mailed Application?

Vendors receive a letter notifying them of the incorrect or incomplete information, and requesting that they provide the necessary data.

If I Register On The Web, What Else Should I Do?

If your application is complete, you will receive your TPIN. Starting in October 1997 you receive a letter requesting verification of the data you submitted and requesting additional EFT information if it was not originally provided.

What Is The Difference Between The 2 And 6 Page Forms?

The 2-page form does not include EDI information, but requires EFT information. The 2-page also does not include FSC/PSC information.

Why Doesn't The 2-Page Include FSC/PSC Codes?

FSC/PSC Codes are more product or end-item oriented descriptions versus capability descriptions. As an example, a machine shop may be capable of producing dozens of FSC defined end products, but describing their machining capabilities requires just a few SIC codes. SIC codes are also important to Federal contracting specialists as part of the determination process in small business set-aside procurements.

How Will The Sic Codes Be Used To Help My Business?

Government buyers with access to the CCR database will be able to query this element and match up their contract performance requirements with the SIC Codes.

How Can I Get The 2 Page CCR “EZ” Registration Form?

Call (888) 227-2423

How Do I Know If My Bank Is EFT Capable?

Call your branch banking officer and ask the Branch Manager.

Why Can't I Receive Payments By Check?

Congress has mandated contract payment by EFT through the passage of Public Law 104-134.

I Am EFT Capable. Why Do I Get Some Payments By Check?

DFAS currently has 20 different financial systems that are being paired down to 8, then eventually to 1 called the Defense Prompt Payment System (DPPS). Chances are your payment office is currently in transition from one system to another, which may cause delays in providing EFT. According to the Debt Collection Act of 1996, all federal payments (except for Social Security payments or those who do not have bank accounts) will be EFT no later than January 1, 1999. Until the CCR transition is complete, contractors must continue to apply for EFT with each payment office using Standard Form (SF) 3881.

How Can I Track Payments Received To Services Or Products Billed?

Contact your responsible DFAS paying representative.

How Can I Track My Electronic Payments Back To Specific Contracts Or Purchase Orders?

Each payment issued by DFAS is accompanied by a remittance advice. These notices contain information you will need to track your payment back to a particular contract or purchase order. If you are EDI capable, your remittance will either go to your VAN or your bank depending upon which you selected. If you are not EDI-capable, and you have made arrangements for EFT, your remittance will go to your bank. In this case, if you are not seeing the tracking information, you may need to discuss the problem with your bank or DFAS payment office. If you are receiving a check, the remittance advice should accompany the payment. If you are having problems, contact the appropriate payment office, or call the centralized DFAS Customer Support Office at (800) 746-4571 or DFAS EFT Customer Support at (800) 342-0375.

How Do I Know If I Am EDI Capable?

If you have contracted with a VAN, you are able to exchange EDI information. Above all, ensure you are working through a federally certified VAN and able to receive Federal Government data electronically.

How Do I Become EDI Capable?

To become EDI capable, you need to have contracted with a VAN. To obtain information about a federally certified VAN, please call the ECIC at (800) 334-3414. You can also refer to the approved VAN provider list on the Electronic Commerce Web page at: <http://acq.osd.mil/ec> and via the CCR Web page at: <http://ccr.edi.disa.mil/ccr/>

How Often Will the CCR Form Be Revised?

The CCR is an evolving process that reflects Public Law, acquisition streamlining efforts, and developments in Electronic Commerce. At present, the information collected on the 2-page form reflects the minimum data required to comply with Public Law and Federal contracting requirements. The recent change from a 6-page to 2-page registration form will simplify the registration process and benefit both contractors and Government. Any future changes to the form would result from changes in Public Law or as part of an effort to increase the benefits of CCR for both contractor and Government communities.

KEY CCR ASSISTANCE NUMBERS

■ Johnstown/Palestine RAC:	(888) 227-2423
■ CCR Form EZ Requests	(888) 227-2423
■ DLSC CCR Status/Query Requests	(888) 352-9333
■ DLSC CAGE Code Information	(616) 961-4958
■ DFAS Customer Support Office	(800) 746-4571
■ DFAS EFT Office	(800) 342-0375
■ ECIC VAN Information	(800) 334-3414
■ Dun # Bradstreet:	(800) 333-0505

KEY CCR FAX NUMBERS

■ ECRC Johnstown RAC (L-Z)	(814) 262-2326
■ ECRC Palestine, TX. RAC (# and A-K)	(903) 729-7988
■ DLSC CAGE/CCR Support	(616) 961-5305

KEY CCR FORMS

■ CCR Form EZ:	Two page non-EDI registration form
■ CCR Detailed Form:	Six page EDI registration form
■ CCR 838:	Trading Partner Profile required for CCR (X12 EDI Transaction)
■ CCR 838C:	Trading Partner Profile confirmation (X12 EDI Transaction)
■ DLSC 1782-CCR:	Required for CCR Query or Access rights
■ SF-3881:	EFT Payment Request Form

KEY WEB SITES

■ DISA CCR Home Page:	http://www.ccr.edi.disa.mil
■ DLSC CCR Home Page:	http://www.ccr.dlsc.dla.mil
■ CCR Access/Query Requests:	http://www.dlsc.dla.mil/ccr_reg.htm
■ CCR Query Information:	http://www.dlsc.dla.mil/ccr_info.htm
■ Federal EC Navigator:	http://206.161.240.190/fedecpartner/index.asp
■ Approved VANs:	http://acq.osd.mil/ec
■ SIC Codes:	http://www.osha.gov/oshstats/sicser.html
■ FSC/PSC Codes:	http://ec.saecrc.org/fsc/
■ Small Business Administration:	http://www.sba.gov

CCR CPAS (Contractor Profile Administration System) Tool Deployment

DLSC is planing to deploy the CCR CPAS tool to the top 100 CAGE initiating sites (CCR Outreach and Registration Assistance Centers).

The CCR CPAS tool is scheduled to begin to be deployed October 1, 1997 and be fully deployed by March 31, 1998.

Navy Fleet & Industrial Supply Center FISC Bremerton, WA	Laughlin AFB, TX
Naval Air Warfare Center NAWC China Lake ,CA	Directorate of Contracting Fort Sam Houston, TX
Hill AFB, UT	Holloman AFB, NM
March AFB, CA	Peterson AFB, CO
DCMC-Seattle Bellevue, WA	Dyess AFB, TX
F. E. Warren AFB, WY	William Beaumont Army Medical Center El Paso, TX
DCMC- San Diego San Diego, CA	Navy Fleet & Industrial Supply Center (FISC) Jacksonville, FL
Beale AFB, CA	Shaw AFB, SC
DCMC- Van Nuys Van Nuys, CA Onizuka AFB, CA	Maxwell AFB, AL
Navy Medical Center San Diego, CA	Keesler AFB, MS
Fairchild AFB, WA	Directorate of Contracting Fort Jackson, SC
Lackland AFB, TX	Tyndall AFB, FL
Grand Forks AFB, ND	Warner-Robins AFB, GA
Elmendorf AFB, AK	Moody AFB, GA
Kirtland AFB, NM	Naval Surface Warfare Center Coastal Systems Stations Panama City, FL

Army Corps of Engineers
Omaha, NE

Goodfellow AFB, TX

Altus AFB, OK

Minot AFB, ND

Offutt AFB, NE

Defense Education Supplies
Procurement Office (DESPO)
Fort Belvoir, VA

Navy Fleet & Industrial Supply FISC
Norfolk, VA

Army Aberdeen Proving Ground
Support Activity
Aberdeen Proving Ground, MD

Marine Corps Air Station
Cherry Point, NC

Office of Naval Research
Arlington, VA

DCMDS Atlanta
Marietta, GA

Eglin AFB, FL

Homestead Contingency Opns
Miami, FL

Army Corps of Engineers
Wilmington, NC

Defense Supply Center-Richmond (DSCR)
Fort Belvoir, VA

Defense Information Technology
Contracting Office (DITCO)
Scott AFB, IL

Army- Watervliet Arsenal
Watervliet, NY

Andrews AFB, DC

Griffiss AFB, NY

Naval Facilities Engineering
Command (NAVFACENGCOM) USMC

Camp Lejeune, NC

Sample Seed File Package



Advanced Structures Corporation
ATTN: Pieter VanOutsem
235 West Industry Court
Farmingville, NY 11749-4688

Attention Federal Contractor

The enclosed packet includes a compilation of information about your business or service drawn from a number of sources, both Federal and commercial. This information is known as your trading partner profile (TPP). Also included in this packet is an "Instructional Guide for Validating your Trading Partner Profile". Please turn to page two of the instructional guide and read the "Dear Trading Partner" letter of introduction for further explanation and instruction. Your participation in this process is required to insure your ability to continue to do business with the Federal Government.

Thank You



DEFENSE LOGISTICS SERVICES CENTER
1-(888)-CCR-2423

DEFENSE LOGISTICS AGENCY

**DEFENSE LOGISTICS SERVICES CENTER
74 WASHINGTON AVENUE NORTH, SUITE 7
BATTLE CREEK, MICHIGAN 49017-3084I**

**ADVANCED STRUCTURES CORPORATION
Trading Partner Profile Data (TPP)**

Confirmation No: _____

DUNS: (M) 030266092
DUNS+4: (0)
CAGE Code: (0) 5M721
Tax ID (TIN): (M) 112370275 or SSN:
Legal Business Name: (M) ADVANCED STRUCTURES CORPORATION
Doing Business As: (O) ADVANCED STRUCTURES CORPORATION
Street Address: (M) 235 WEST INDUSTRY COURT
Street 2nd Line: (0)
City: (M) FARMINGVILLE
State: (M) N Y
ZIP or Postal Code: (M) 117494688
Country: (M) USA
Division Name: (0)
Division Number: (0)
Business Start Date: (M) 10161975 (mmddccyy)
Acct. Period Closes: (M) 0930 (mmdd)
Number of Employees: (M) 23
Annual Revenue: (M) 2824723

Corporate Status: (M) ☐ Sole Proprietorship
 (select only one) ☐ Partnership
 ☒ Corporation
 State: NY or Country: ____
 ☐ Health Care Corporation
 ☐ Hospital or Extended Care

Business Types: (M) (Select at least one - Place an "X" in front of each)

<input type="checkbox"/> Tribal Government	<input type="checkbox"/> Research Institute	<input type="checkbox"/> Sheltered Workshop
<input type="checkbox"/> Nonprofit Institute	<input type="checkbox"/> Hist Black College	<input type="checkbox"/> Foreign Supplier
<input type="checkbox"/> Education Institute	<input type="checkbox"/> Municipality	<input type="checkbox"/> Emerging Business
<input type="checkbox"/> Construction Firm	<input type="checkbox"/> Fed, St, City Facility	<input type="checkbox"/> 8 (a) Program
<input type="checkbox"/> Service Location	<input checked="" type="checkbox"/> Manufacturer	<input type="checkbox"/> Surplus Dealer
<input type="checkbox"/> SubGroup	<input type="checkbox"/> Labor Surplus Firm	<input type="checkbox"/> S Corporation
<input type="checkbox"/> Minority Owned	<input type="checkbox"/> Woman Owned	<input type="checkbox"/> Small Disadvantaged
<input type="checkbox"/> Veteran Owned	<input type="checkbox"/> American Indian	<input type="checkbox"/> Limited Liability

Goods and Services (M), Standard Industrial Codes (SIC)
 (Provide at 2542____, 2599____, 3442____, _____, _____,
 least one) _____, _____, _____, _____, _____,

Note: (M) = Mandatory, (0) = Optional

**DEFENSE LOGISTICS AGENCY
DEFENSE LOGISTICS SERVICES CENTER
74 WASHINGTON AVENUE NORTH, SUITE 7
BATTLE CREEK, MICHIGAN 49017-3084**

IN REPLY
REFER TO

Application Requirements (continued)

Electronic Funds Transfer (EFT)

Financial Institute: (M)
ABA Routing Number: (M)
Account Number: (M)
Type of Account: (M) Savings
Lockbox Number: (0)
Auth Date: (0) 06121997

Automatic Clearing House (ACH) (M) At least one must be filled in)

ACH Phone Number: 5165952800
ACH Interntl Tel:
ACH Fax: 5162546563
ACH Email:

Accounts Receivable POC: (M) PATRICIA A. HALL

Phone: 5166675000
Int Phone:
FAX: 5166675015
Email:

Remittance Name: (M) A DVANCED STRUCTURES CORPORATION

Street: (M) 235 WEST INDUSTRY COURT
Street: (0)
City: (M) DEER PARK
State: (M) NY
Postal: (M) 117494688
Country: (M) USA

I hereby acknowledge that the information provided is current, accurate, and complete as of the date of submission.

Registrant Name: (M) PIETER J. VAN OUTSEM

Phone: (M) 5166675000

Date: (M) 06/12/1997

Receive by: (M)_x Fax - US-mail - Email

Alternative POC: (O)PATRICIA A. HALL

Phone: (O) 5166675000



Government Contractor's

Instructional Guide for Validating your

Trading Partner Profile (TPP)

November 1997



DEFENSE LOGISTICS SERVICES CENTER
74 North Washington Ave. North
Battle Creek, MI 49017-3084

CONTENTS

I. LETTER OF INTRODUCTION TO THE TRADING PARTNER	2
II. REGISTRATION INSTRUCTIONS	3
III. GLOSSARY OF TERMS	3
IV. INSTRUCTIONS ON HOW TO VALIDATE AND COMPLETE YOUR TPP	4-6

FOR HELP: Contact the CCR Registration Assistance Center (RAC)

- **Phone: 1-(888)-CCR-2423**



LETTER OF INTRODUCTION

Dear Trading Partner :

The Federal Government intends to use a Central Contractor Registration (CCR) repository of trading partner data pertinent to procurement and payment for services and products. The Department of Defense (DoD) is the first agency to implement a CCR process across all buying and paying activities and is conducting a large scale effort to populate a database with valid commercial trading partner information. The Defense Logistics Services Center (DLSC) is responsible for interfacing with commercial trading partners to assist in populating this database. You are responsible for the accuracy of the information contained in your trading partner profile.

The CCR database is a fundamental piece of the Department of Defense's strategy in support of the President's Executive memorandum, entitled "Streamlining Procurement through Electronic Commerce", dated October 13, 1994 . This strategy includes centralizing contractor registration by collecting business information from each contractor, and adopting the Data Universal Numbering System (DUNS) number as the industry-standard and Government-wide company identifier code. The CCR is intended to provide a central database and application suite that records, validates, and distributes specific data about government and commercial trading partners. In addition, the Debt Collection Improvement Act of 1996 was enacted on April 26, 1996 requiring each contractor doing business with the Government to furnish its taxpayer identification number (TIN) and electronic fund transfer (EFT) information. The law further states that by January 1, 1999, all recipients entitled to federal payments shall be paid by means of EFT.

Phase I implementation of CCR requires registry for the purposes of validating trading partner status and obtaining valid EFT and TIN information. Preliminary registration information for your firm has been gathered from existing General Services Administration, Small Business Administration and DoD logistics, contracting, and paying data sources as well as CCR. Your partial and/or unconfirmed trading partner profile requires validation to ensure your registration profile meets the new mandatory requirement for EFT/remit to address information and to confirm all minimum mandatory data. One (and one only) EFT with "remit to" address information is allowed for each trading partner profile. Contractors requiring multiple EFT remittance addresses or multiple TINs must establish a separate trading partner profile for each EFT address and/or TIN. Contractors may use the same EFT and/or TIN information in multiple trading partner profiles. If you are currently registered in CCR or have applied for registration, your current CCR profile may contain information not shown here. That information, such as EDI information and/or corporate affiliation information, will be retained in your CCR trading partner profile. Please review the information listed for your company/business entity for accuracy and make changes where appropriate.

To ensure your registration in CCR, you must update and validate the information in your trading partner profile. Validation of your trading partner profile is available through a World Wide Web site at URL <http://www.ccr.dlsc.dla.mil>. When using the World Wide Web to access CCR, you will need your Dun & Bradstreet (DUNS) number and the Confirmation Number listed on page 2 of your trading partner profile in order to confirm your profile. If you would like additional information and updates on electronic commerce within the federal government and DoD, see URL <http://fedecnavigator.disa.mil>. For registration assistance, contact the Registration Assistance Center (RAC) at 1-888-CCR-2423.

A pre-addressed envelope is provided for trading partners who do not have web access and need to update their TPP via mail.

II: REGISTRATION INSTRUCTIONS:

As mentioned in the introduction letter of this Instructional Guide, the Government formed a partial and/or unconfirmed Trading Partner Profile (TPP) for your business. The Central Contractor Registration (CCR) Phase I implementation was gathered from existing General Services Administration, Small Business Administration and DoD logistics, contracting, and paying data sources as well as the CCR System. It is your responsibility to review the enclosed TPP for accuracy, complete all blank mandatory fields and submit your updated TPP information to the Government.

If you want to do business with DoD after June 1, 1998, please do the following:

- Review the enclosed Trading Partner Profile (TPP) data (which is your existing incomplete TPP), complete all mandatory fields identified as (M), any optional fields (O) as applicable, and annotate any corrections to existing data.
- Sign on to the World Wide Web at <http://www.dlsc.dla.mil/ccr/>, using your Data Universal Numbering Systems (DUNS) and confirmation number to update your TPP directly.
- Or submit your updated TPP to your designated Registration Assistance Center (RAC). The return RAC envelope is provided within this package.
- Upon successful registration you will receive your Trading Partner Identification Number (TPIN) by mail. This TPIN is your confidential number that must be used each time you change, renew, or cancel any existing CCR information.

III: GLOSSARY OF TERMS:

<u>ECRC</u>	Electronic Commerce Resource Centers (ECRC) are Defense Logistics Agency (DLA) managed technical assistance centers dedicated to helping smaller firms do business electronically. Their phone number is: 1-(888)-CCR-2423.
<u>EFT</u>	Electronic Funds Transfer (EFT) is the method of forwarding and receiving payments electronically using routine numbers that include bank identification and checking account information. EFT is a requirement under Section 3332 of Title 31, United States Code, as amended by Public Law 104-134 (Omnibus Consolidated Recession and Appropriations Act of 1996 and Debt Collection Improvement Act of 1996).
<u>RAC</u>	Registration Assistance Centers (RAC) are customer assistance sites designed to facilitate the CCR application process Phase I. Presently, RAC sites are located at ECRC's Johnstown, PA and Palestine, TX. Eventually, RAC sites will be composed of all ECRC and DoD buying and contracting activities that currently function as Commercial and Government Entity Code (CAGE) initiator sites. Their phone number is: 1-(888)-CCR-2423.
<u>TPIN</u>	Receiving your Trading Partner Identification Number (TPIN), means you have registered within CCR and are validated to do business with the Federal Government. It is similar to a bank PIN in that it restricts access to your financial information. CCR will validate your TPIN within 90 days of receipt. Your confidential TPIN (11 characters in length) must be used each time you change, renew, or cancel any existing CCR information.
<u>TPP</u>	Trading Partner Profile (TPP) is required information about a company wanting to do

	business with the Government.
<u>WWW</u>	Stands for World Wide Web, or the Internet. The use of WWW will provide you direct access to register into CCR, and also provide you access to other handy tools for query, status, and information you may require to complete your CCR application.

IV: INSTRUCTIONS ON HOW TO VALIDATE/COMPLETE YOUR TRADING PARTNER PROFILE:

Your company's incomplete TPP is located on pages two and three of this package which is entitled: Trading Partner Profile (TPP) Data - Phase I. Please review your TPP for accuracy, and complete and make changes, where appropriate, adjacent to the data field being updated. Response is required for all mandatory fields, which are identified as (M). Provide as much optional data, which are identified as (O), as appropriate. To assist you, we have listed the TPP data element descriptions and referral information, below.

TRADING PARTNER PROFILE (TPP) DATA ELEMENT DESCRIPTIONS AND REFERRAL INFORMATION

Data Element Name	Description and Referral Information
Confirmation Number	The confirmation number is a temporary, (one time only) password to access and update your company's incomplete TPP data currently located in the CCR database.
DUNS	The Data Universal Numbering System (DUNS) number is a unique, nine-character company identification number. Contact Dun and Bradstreet at 1-(800)-333-0505 for assistance or web site: http://www.dbisna.com/dbis/aboutdb/dunsform.htm
DUNS+4	The Data Universal Numbering System (DUNS) +4 is a special code sometimes used to indicate a particular entity among a larger corporation.
CAGE Code	The Commercial and Government Entity (CAGE) Code is a 5 character (alphanumeric) assigned by the Defense Logistics Services Center (DLSC) for all DoD Contractors. If you know your CAGE code for your business location enter it here. If you do not enter a CAGE code and have not been assigned one, DLSC will assign a CAGE code for you. If a CAGE code has been assigned to you, it will be verified and added to the database.
Tax ID (TIN)	The Tax Payer Identification Number (TIN) is the number companies use for income tax purposes. This number is needed to comply with the Debt Collection Improvement Act and for certain IRS 1099 income tax reporting requirements. If you do not know your TIN, contact the Internal Revenue Service. If you operate as an individual sole proprietorship, you may use your Social Security number in the space to the right of the TIN.
Legal Business Name	This is the legal name by which your company is incorporated and pays taxes.
Doing Business As	If you commonly use another name for normal operations, such as a franchise or licensee name, then identify it here.
Street Address	The valid street address where your business is located.
Street 2 nd Line	P.O. Box address for correspondence mail goes here.

City	Provide the name of the city the business resides in.
State	Provide the name of the state the business resides in.

TRADING PARTNER PROFILE (TPP) DATA ELEMENT DESCRIPTIONS AND REFERRAL INFORMATION CON'T

Data Element Name	Description and Referral Information
ZIP or Postal Code	Provide the ZIP or Postal code assigned to the business.
Country	Provide the name of the country the business resides in.
Division Name	Use if you do business as a division of a larger company. Be sure to indicate the proper name.
Division Number	Use if you do business as a division of a larger company and use a number identifier for your division.
Business Start Date	The date your business was established.
Acct Period Closes	The accounting period closes is the closing day of your business's fiscal year. (e.g., calendar year would be 12-31).
Number of Employees	Provide the total number of employees in your business.
Annual Revenue	Use a three year average of annual receipts for your firm, as this value determines your business size classification.
Corporate Status	Identify one legal form of your business. Enter incorporation state or country if applicable. If you are a Limited Liability Company (LLC), select the "Corporation" option.
Business Types	Check all business types that apply to your business. If you need assistance to determine what categories you qualify for, contact your local ECRC.
Goods and Services Standard Industrial Codes (SIC)	The Standard Industrial Classification (SIC) coding system identifies what type of activity (e.g., Agriculture, mining, construction, manufacturing etc.) your business performs as well as the type of product or service you offer. The Government buyers will access the CCR to query those vendors with the appropriate SIC to meet their procurement needs. SIC code information can be obtained from the SIC WEB Site: http://www.ebgi.com/sic/index.htm or Phone: 1-(610)-882-7741.
Financial Institute	The financial institute that provides banking services for your business.
ABA Routing Number	The number is used as applicable in all transmissions, except cancellations, to identify the 9 digit routing transit number of the registering party's financial institution.
Account Number	The account number contains the Electronic Funds Transfer Number of the trading partner. This will be either Checking or Savings.

Type of Account	The preferred account either checking or savings that the trading partner directs Government payment for goods and services.
Lockbox Number	The trading partner's lockbox number. Identify this number if you utilize this service offered by your financial institution.

TRADING PARTNER PROFILE (TPP) DATA ELEMENT DESCRIPTIONS AND REFERRAL INFORMATION CON'T

Data Element Name	Description and Referral Information
Auth date	Authorization date is when the EFT information submitted on the Trading Partner Profile(TPP) is valid and in effect. If no authorization date is entered, it will default to the date of the submission of your TPP data.
ACH Phone Number	The phone number of your Automated Clearing House (ACH) coordinator at your bank.
ACH Interntl Tel	The International number of your ACH coordinator at your international bank.
ACH Fax	The ACH Fax number at your bank.
ACH Email	The ACR Internet Email address of your bank.
Accounts Receivable POC	Identify your TPP's authorized accounts receivable financial point of contact's (POC's) name.
AR Phone	Provide your Accounts Receivable (AR) POC's phone number.
AR Int Phone	Provide your AR POC's international phone number.
AR FAX	Provide your AR POC's FAX number.
AR Email	Provide your AR POC's internet Email address
Remittance Name, Street, City, State, Postal, Country	Enter the name and proper mailing address to receive remittance information. If the address is the same as the Legal Business Address (LBA) located on Page 1 of your TPP, then note "Same as LBA" next to these fields when submitting via mail. If your are updating your TPP via the WWW, indicate "Same as LBA" by checking the box provided on the screen.
Registrant Name	The registrant name who acknowledges that the information provided is current, accurate, and complete as of the date of submission.
Registrant Phone	The registrant's phone number.
Registrant Date	The date that the registrant acknowledged that the information provided is current, accurate, and complete.
Receive By	Identify how you wish to receive, (FAX, US-mail or Email) your CCR correspondence.

Alternative POC	Name of alternate to the registrant.
Alternative Phone	Phone number of alternate to the registrant.

- If you want to do business with DoD after June 1, 1998, you must be successfully registered in the CCR. See page 3 of this Instructional Guide for submittal instructions.